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# CITY OF SACRAMENTO

## DEPARTMENT OF PARKS AND COMMUNITY SERVICES

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RECREATION DIVISION  
PARKS DIVISION  
ZOO DIVISION

November 18, 1986

Transportation and Community Development Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Child Care Coordinator

### SUMMARY

This report provides information on the implementation of the recommendations of the Mayor's Task Force on Child Care including a revised work plan for the Child Care Coordinator.

### BACKGROUND INFORMATION

On January 26, 1986, the City Council adopted the recommendations of the Mayor's Task Force on Child Care. Included within these recommendations were policies and implementation programs including the appointment of a Child Care Coordinator. The main emphasis of the Child Care Coordinator is to work with the private and public sectors to increase the availability, accessibility and affordability of quality child care within Sacramento. More specifically, the Coordinator is to pursue the goals outlined in the Mayor's Task Force recommendations, shown on Exhibit A. The original recommendations and work plan were based on a full-time Coordinator position. The position was budgeted at .5 FTE.

A preliminary job description has been developed for the position to enable this Department to proceed with the selection of a Coordinator. On an interim basis the Staff Aide classification will be used. A separate request will be submitted by the Personnel Department for use of the Staff Aide position.

The Child Care Coordinator will report directly to a senior management employee in the Recreation Division and will be housed at the Administration Offices of this Department. The employee will exercise considerable independence in the performance of his/her duties in maximizing the opportunities for quality child care services in this community.

Due to the delay in appointing the Child Care Coordinator, it is anticipated that the .5 FTE person selected will work 30-40 hours per week during the balance of the fiscal year. The majority of the tasks outlined for the 1986-87 fiscal year will be accomplished. Following is the major focus of the Coordinator during the balance of this fiscal year:

Work Plan For 1986-87 FY (January - June)

- Establish contact with the Child Care Network for coordination.
- Develop a program for education and technical assistance to the public and private sectors - implementation would begin in the 1987-88 FY.
- Establish a Technical Advisory Committee of staff people from School Districts, churches, nonprofit and governmental agencies to maximize and coordinate the utilization of public and quasi-public facilities for child care.
- Research and develop possible mechanisms for public financing assistance to child care providers by working with SHRA, public and private grant foundations, and the corporate sector.
- Begin to explore the following with major work to be done in 1987-88 FY.
- Assist the Planning Department with developing incentives and a check list for developers and child care providers in expediting the planning and building permit process.
- Inventory all public and quasi-public facilities that may be available for child care.

Emphasis during this first six-month period will be on the latter item - Facility Inventory - and the coordination of current providers and agencies. The soon-to-be implemented (July 1987) Greater Avenue Independence Program (G.A.I.N.) Welfare Reform Measure by the County Department of Social Services will greatly impact the need for additional child care facilities and programs within the City. A significant immediate positive step by the Coordinator would be to facilitate and coordinate the utilization of all available facilities for child care services.

These work plan modifications and preliminary work on the job classification have been done in consultation with Child Action, Inc., the research and referral agency for child care in this community.

FINANCIAL DATA

The FY 1986-87 budget for the Recreation Division includes a .5 FTE Child Coordinator position funded through the General Fund. Funding will be requested in the 1987-88 Fiscal Year Budget for this position.

RECOMMENDATIONS

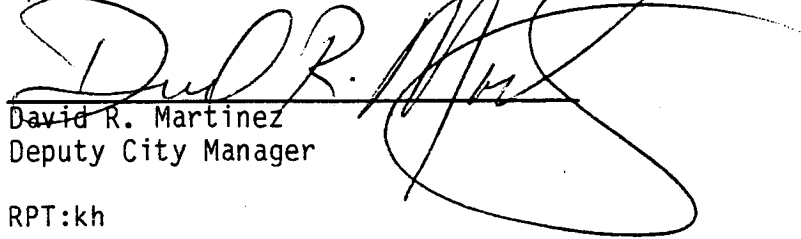
This is provided for Committee information only. Staff will report back to the Committee the status of the work program during the FY 1987-88 budget process.

Respectfully submitted,



Robert P. Thomas, Director  
Department of Parks and Community Services

Approved for Information:



David R. Martinez  
Deputy City Manager

December 2, 1986  
All Districts

RPT:kh

Attachment

MAYOR'S TASK FORCE ON CHILD CARE

RECOMMENDATIONS	CURRENT STATUS
<p>1. ADOPT A GUIDING POLICY TO ENCOURAGE AVAILABLE, ACCESSIBLE, AFFORDABLE, QUALITY CHILD CARE.</p> <p>It is recommended that child care services be available to all Sacramento families who need them, and that the City of Sacramento assist in this effort by identifying and coordinating existing resources and by cooperating into public-private partnerships to increase the availability, accessibility and affordability of quality child care in the City of Sacramento.</p>	<p>NO FURTHER ACTION REQUIRED</p> <p>GUIDING POLICY</p>
<p>2. APPOINT A CHILD CARE COORDINATOR.</p> <p>A key recommendation of the Task Force is that the City Council direct the City Manager to appoint a full-time Child Care Coordinator who would work with representatives from the private and public sectors to pursue the goals outlined in this report.</p>	<p>TO BE APPOINTED BY JANUARY 1; FULL-TIME STATUS TO BE CONSIDERED FOR 87-88 FY</p>
<p>3. EDUCATE AND PROVIDE TECHNICAL ASSISTANCE TO THE PUBLIC AND PRIVATE SECTORS.</p> <p>The Coordinator, in cooperation with the child care community and key business groups (i.e., Metropolitan Chamber of Commerce), shall work to educate public and private employers and service clubs (i.e., Rotary Club, Lions Club) about the demand for quality child care and the economic incentives and business benefits of child care.</p>	<p>DEVELOP PROGRAM IN 86-87 FY;</p> <p>IMPLEMENT BEGINNING IN 87-88 FY</p>
<p>4. FORM A TECHNICAL ADVISORY COMMITTEE(S) TO EXPLORE THE USE OF VACANT OR UNDERUTILIZED CHURCHES, SCHOOLS, PARKS AND PUBLIC FACILITIES OR PROPERTIES FOR CHILD CARE ACTIVITIES OR FACILITIES.</p> <p>a. <u>Encourage City Council to Formally Request That School and Park Districts Adopt a Policy to Make Unused or Underutilized Space Available For Child Care.</u></p>	<p>OUTGROWTH OF ITEM 4.b.</p>

MAYOR'S TASK FORCE ON CHILD CARE

RECOMMENDATIONS	CURRENT STATUS
<p>b. <u>Coordinator to Form Schools Technical Advisory and Parks Technical Advisory Committee.</u></p> <p>The Child Care Coordinator shall work with interested school and park districts to explore and possibly develop vacant, underutilized school and park land or facilities for child care.</p>	<p>DEVELOP A COMBINED SCHOOL, PARKS, NONPROFIT, CHURCHES TECHNICAL ADVISORY COMMITTEES; COMPLETE 86-87 FY</p>
<p>c. <u>Develop a Pilot Child Care Project With Interested Public and Private Agencies.</u></p> <p>The Coordinator shall work to develop a pilot project utilizing a public-private partnership. Particular attention shall be paid to the child care needs in the downtown area.</p>	<p>DEFERRED TO 87-88 FY; FOCUS ON CENTRAL LIBRARY PROJECTS</p>
<p>d. <u>Identify Possible Sites.</u></p> <p>The City Council shall draft a letter to the Sacramento Council of Churches and the Interfaith Service Bureau encouraging these organizations to identify existing church facilities being used for child care and to work to make additional child care services available.</p>	<p>HIGH PRIORITY FOR COORDINATION - TO INCLUDE ALL POTENTIAL SITES; EMPHASIS OF 86-87 FY</p>
<p>e. <u>Coordinator to Provide Technical Assistance.</u></p> <p>The Coordinator shall work with interested church organizations to provide appropriate informational materials and technical assistance on child care in church facilities.</p>	<p>DEFERRED TO 1987-88 OR BEYOND</p>

MAYOR'S TASK FORCE ON CHILD CARE

RECOMMENDATIONS	CURRENT STATUS
<p>5. INCREASE CHILD CARE FACILITIES IN MAJOR EMPLOYMENT CENTERS AND RESIDENTIAL DEVELOPMENTS</p> <p>a. <u>Direct Planning Staff to Develop Incentives</u></p> <p>The City Council shall direct Planning staff to identify ways to encourage developers to plan for child care facilities and to report back within a six-month period. Consideration should be given to expediting the building permit process, reducing business license fees, providing density bonuses, etc.</p>	<p>ASSIST PLANNING STAFF AS REQUIRED</p>
<p>b. <u>Direct Planning Staff to Develop a "Child Care Provider Check List."</u></p> <p>The City Council shall direct Planning staff to develop and provide a check list of the permit process and public agencies which must be contacted.</p>	<p>ASSIST PLANNING STAFF AS REQUIRED</p>
<p>6. EXPLORE THE POSSIBILITY OF PROVIDING CHILD CARE BENEFITS TO CITY EMPLOYEES.</p> <p><u>Research Options to Provide Child Care Benefits.</u></p> <p>The City Manager shall direct the Department of Personnel to review different child care benefit options and work policies for City employees. Consideration should be given to parental leave, job sharing "flex" time, voucher payments for child care and other benefits that would assist with employee child care. The City Manager is to report to the City Council any recommendations on child care related benefits that may be considered in negotiating future contracts with employee organizations.</p>	<p>ASSIST PERSONNEL DEPARTMENT AS REQUIRED</p>

RECOMMENDATIONS	CURRENT STATUS
<p>7. PROVIDE PUBLIC FINANCING ASSISTANCE TO CHILD CARE PROVIDERS.</p> <p>a. <u>Examine Feasibility of a Revolving Low-Interest Loan.</u></p> <p>The Child Care Coordinator shall work with Sacramento Housing and Redevelopment Agency (SHRA) staff to determine the feasibility and the cost of providing a revolving, low-interest loan program to assist with start-up costs for child care facilities (e.g., land acquisition, building construction and building rehabilitation).</p>	BEGIN 86-87 FY
<p>b. <u>Research Matched Funds Grant Program.</u></p> <p>The Child Care Coordinator shall work with SHRA staff to research the feasibility of a finance program which would match public funds to private funds, to assist child care providers with start-up costs.</p>	BEGIN 86-87 FY
<p>c. <u>Apply for Public and Private Grants.</u></p> <p>The Child Care Coordinator shall contact public and private grant foundations and apply for grants which could be used to supplement the proposed revolving loan fund or to finance other projects.</p>	BEGIN 86-87 FY
<p>d. <u>Establish Criteria Requiring Loan or Grant Recipients to Provide Affordable Child Care.</u></p> <p>The City Manager shall establish requirements to ensure that loan or grant recipients provide quality child care that is affordable for all economic levels of the general public (e.g., sliding fee scales).</p>	AS PART OF a.-b.-c. ABOVE